

Subject: **Commercial Building Compliance Statements**
Sent: 7/12/2016

The Department of Safety and Professional Services (DSPS) would like to remind designers and Supervising Professionals to file compliance statements for completed projects. For many years, compliance statements have been filed via paper format and submitted to DSPS offices, local inspectors, or state inspectors. We now offer an electronic format and process, which makes fulfilling the requirement easier for Supervising Professionals.

To utilize this new application, follow the enclosed link to the application on the DSPS website:

<http://verification.dsp.wi.gov/IndustryServices/Commercial-Buildings-Compliance/complianceSearchForm.aspx>

- At this website location, you may enter your DSPS Customer ID number. Please be aware this needs to be your DSPS Customer ID number, not your PE or Architect license number.
- From that point, the system should bring back the list of projects for which you are identified as Supervising Professional. For those projects completed, review the status and select: "Substantial Compliance," "Non-Compliance," "Abandoned," "Withdrawn," or "Partial Compliance" as you would have on the paper form.
- Follow the prompts and the system will allow you to enter any relevant information, review the statement, and submit your form.
- Once entered, a notification email will be returned to you for your records and documentation; a similar email will also go to the local municipality, as well as to the state inspector assigned to the project.
- Please keep a copy of the e-mail returned to you for your records.

Please let Robin Zentner (Robin.Zentner@wisconsin.gov, 608-266-3723) know immediately if you have questions or are unsure how to process your compliance statements.